

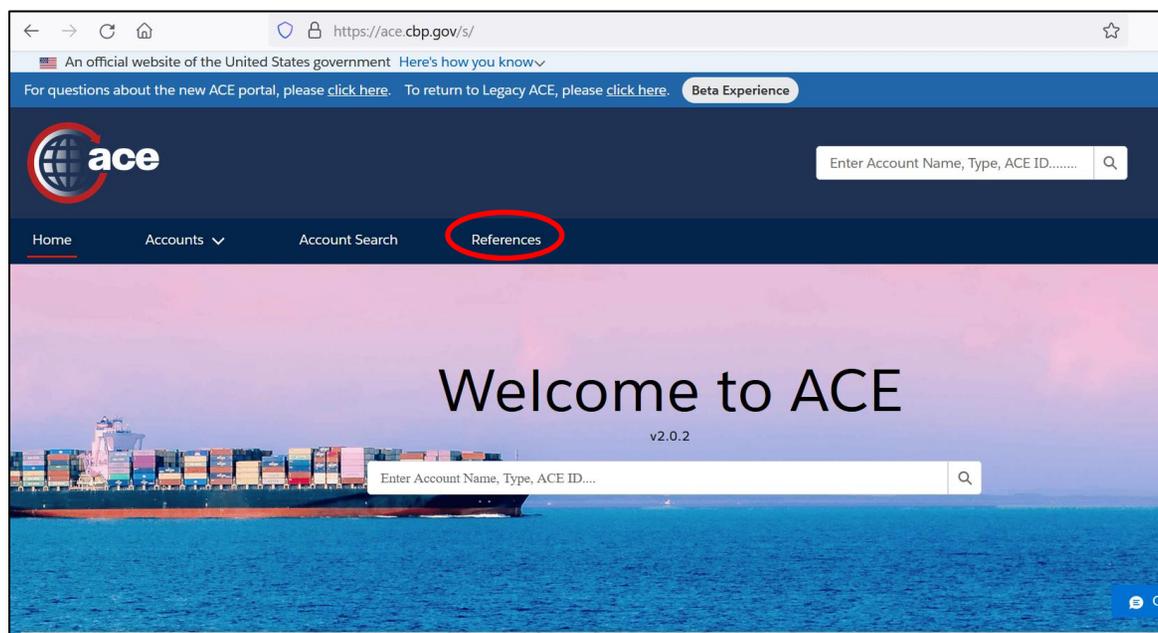
ACE AESDirect Sample Shipment

Please use this document as a guide on how to file your shipments in ACE AESDirect. A shipment is defined as goods shipped from one USPPI to one consignee in a single country of destination, on a single carrier, on the same day, valued over \$2500 per Schedule B, or regardless of value when a license is required. This is a sample shipment and the information is fictitious. All guide notes are in blue ink. It will help you to review this document thoroughly, along with the help information, prior to contacting AES Support.

Note: This is just an example. Do not duplicate the information that appears in this document.

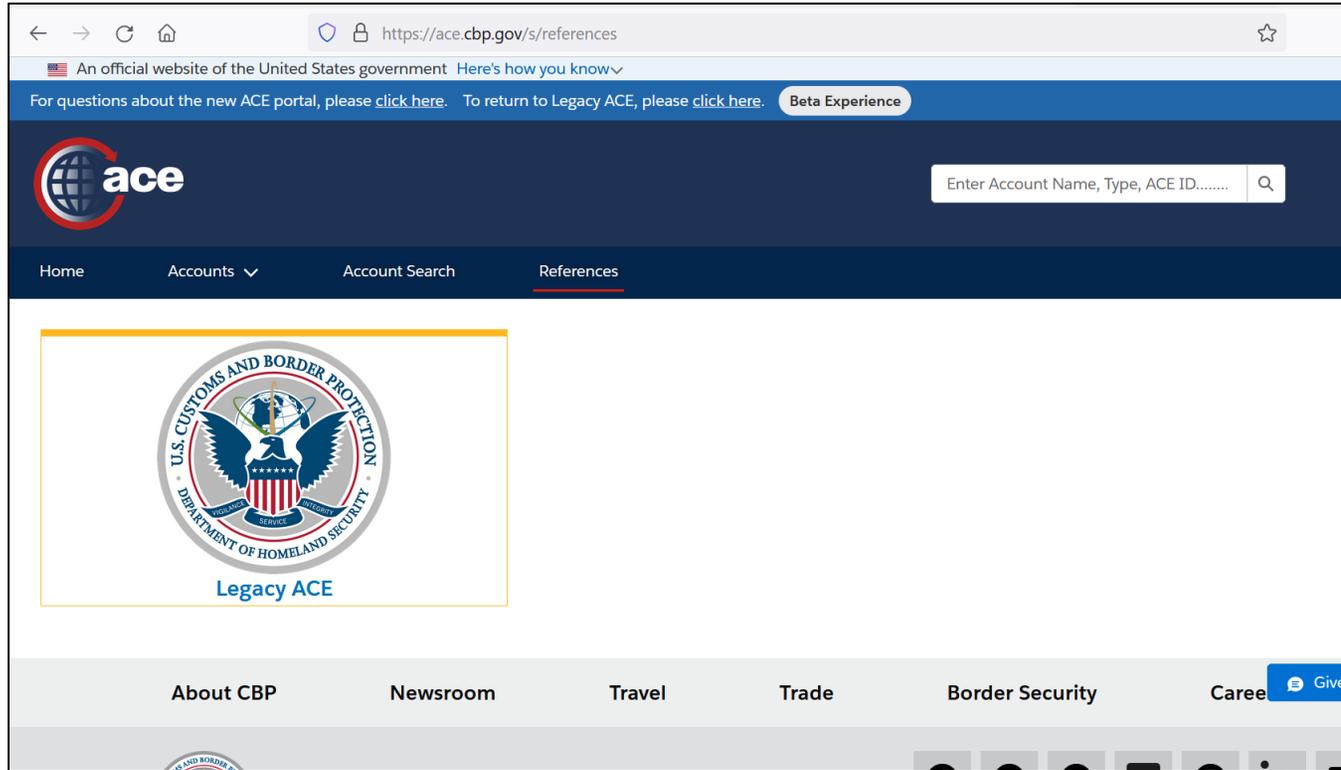
In order to begin, access the modernized ACE Portal at <https://ace.cbp.gov> and follow the indicated steps on the page to log in.

Once you are on the new ACE Portal Homepage, select **References** to continue.



(Last Updated March 15, 2022)

Select **Legacy ACE**. This will take you to the previous ACE interface.



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Once on the Legacy ACE interface, navigate to the Shipment Manager of the AESDirect portal.

The screenshot shows the 'ace secure data portal' interface for U.S. Customs and Border Protection. The main navigation bar includes 'Home', 'Accounts', 'References', and 'Tools'. The 'Accounts' tab is highlighted with a red box. Below this, the 'Task Selector' panel is visible, containing a 'Select Account Type' section with a 'View: Exporter' dropdown and a 'GO' button, both highlighted with red boxes. The 'Select Task' section lists 'Accounts', 'Change History', 'Submit AESDirect Filings', and 'Reports', with 'Submit AESDirect Filings' highlighted in red. The 'Account Selector List' section below has 'View Settings' with 'View By' options for 'Acct Name' and 'EIN', and a 'Sort by' dropdown set to '--Select--' with a 'Go' button. The main content area on the right is titled 'Exporter' and shows 'No Exporter Account Selected'. Three callout boxes on the left provide instructions: the first points to the 'Accounts' tab, the second points to the 'View: Exporter' dropdown and 'GO' button, and the third points to the 'Submit AESDirect Filings' link.

From the ACE Main Menu, select the **Accounts** tab.

In the **Task Selector** panel, select the **Exporter** View and click on **Go**.

Select **Submit AESDirect Filings**.

NOTE: Please disable or turn off your browser's pop-up blocker in order to access the ACE Filing Portal. If you do not disable your pop-up blocker, the portal will not open when you select **Submit AESDirect Filings**.

Create Export Filing

The first screen in ACE AESDirect is the Shipment Manager. The Shipment Manager will show all of the high level information on previously submitted shipments in ACE. In order to begin filing a shipment, select the green **Create Export Filing** button.

Shipment Information – Mandatory Section

Parties Information (USPPI) – Mandatory Section

The USPPI is the person or legal entity in the United States that receives the primary benefit from the export transaction. The **USPPI address** must be the address where goods begin their journey to the Port of Export. It **MUST** be an address located in the United States or Puerto Rico.

The screenshot shows the 'Parties' step of a form with the following fields and callouts:

- USPPI ***: Information icon.
- ID Number Type ***: Callout: "Select either Employer Identification Number (EIN), DUNS, or Foreign Entity ID (ex: passport number). Select the Information button for more details of when to use Foreign Entity." Value: E - EIN.
- ID Number ***: Callout: "If ID Number Type is EIN, the ID Number will be the Employer Identification Number received from the IRS." Value:
- Company Name ***: Callout: "If sending as an individual (not part of a company), the Company Name will be your name." Value: 123 COMPANY.
- IRS Number ***: Empty field.
- First Name ***: Value: JOHN.
- Last Name ***: Value: JUBRAN.
- Phone Number ***: Value: 800-549-0595.
- Address Line 1 ***: Callout: "The address or location (not post office box number) from which the goods actually begin the journey to the port of export." Value: 1123 MAIN STREET.
- Address Line 2**: Empty field.
- Postal Code ***: Callout: "When you enter the Postal Code, the system will auto-complete the City and State fields." Value: 92118.
- City ***: Value: CORONADO.
- State ***: Callout: "You may save the party profile and easily retrieve the information in future filings." Value: CA - CALIFORNIA.
- Buttons: "Clear USPPI", "Save As Template", "Load from Profile", "Save to Profile".

Parties Information (Ultimate Consignee) – Mandatory Section

The Ultimate Consignee is the person, party or designee that is located abroad and actually receives the export shipment. This party may be the end-user or Foreign Principal Party in Interest (FPPI).

The screenshot shows the 'Ultimate Consignee' form with the following fields and callouts:

- Ultimate Consignee ***: Information icon.
- Sold En Route? ***: Radio buttons for Yes and No. Value: No.
- Consignee Type ***: Callout: "Select a Consignee Type from the options. For more details of each option, select the Information button." Value: D - DIRECT CONSUMER.
- ID Number Type ***: Callout: "ID Number Type and ID Number are optional for Ultimate Consignee. They can be left blank." Value: Please Select.
- ID Number ***: Empty field.
- Company Name ***: Value: XYZ COMPANY.
- Phone Number**: Empty field.
- First Name ***: Empty field.
- Last Name ***: Empty field.
- Address Line 1 ***: Value: 1 PURCHASE PLACE.
- Address Line 2**: Empty field.
- Country ***: Value: JP - JAPAN.
- Postal Code ***: Value: Please Select.
- City ***: Value: OKINAWA.
- State ***: Callout: "You may save the party profile and easily retrieve this information in future filings." Value: Please Select.
- Buttons: "Clear Ultimate Consignee", "Load from Profile", "Save to Profile".

Parties Information (Intermediate Consignee) – Conditional Section

The Intermediate Consignee is the person or entity in the foreign country that acts as an agent for the principal party in interest with the purpose of effecting delivery of items to the Ultimate Consignee. This section requires information similar to the “Ultimate Consignee” section.

Parties Information (Freight Forwarder) – Conditional Section

The Freight Forwarder is the person in the United States who is authorized by the principal party in interest to file the EEI. If the USPPI is filing, there is not a Freight Forwarder; there is only a carrier.

Note: *The Intermediate Consignee and Freight Forwarder are conditional sections. Populate them ONLY if they are applicable.*

Commodities Information – Mandatory section

By default, you will be taken to the **Line 1 Details** tab to enter the information for your commodity. At any point, select **Line Summary** to view the high-level information of all of the created commodity lines for the shipment.

The screenshot shows the 'Step 3: Commodities' section of a multi-step process. The top navigation bar includes 'Step 1: Shipment', 'Step 2: Parties', 'Step 3: Commodities', and 'Step 4: Transportation'. A 'Save As Template' link is in the top right. The main interface has a left sidebar with 'Line Summary' and 'Line 1 Details' tabs. The 'Line 1 Details' tab is active, showing a form with the following fields:

- Export Information Code: OS - ALL OTHER EXPORTS
- Schedule B or HTS Number: 1905.31.0000
- Commodity Description: MINIATURE CHOCOLATE CHIP COOKIES
- 1st Quantity: 840, 1st UOM: KG
- 2nd Quantity: (empty), 2nd UOM: (empty)
- Value of Goods (whole US Dollars): 3500
- Shipping Weight (whole Kilograms): 840
- Origin of Goods: D - DOMESTIC
- ECCN: (empty)
- License Type Code/License Exemption Code: C33 - NLR NO LICENSE REQUIRED, OR ONLY CONTROLLE...
- Does this filing require Participating Government agency data? (radio buttons for Yes/No)

Below the main form, there is a section for 'Department of Commerce License - NLR NO LICENSE REQUIRED, OR ONLY CONTROLLED FOR' with fields for 'Exemption Code' (NLR) and 'License Value'. At the bottom, there are buttons for 'Save Line', 'Delete Line', and 'Add New Line'. A footer bar contains 'Close', 'Step 2: Parties', 'Step 4: Transportation', 'Print View', and 'Submit Filing'.

Callouts in the image provide additional context:

- 'Line Summary will show you all commodity lines that have been created.' (points to the Line Summary tab)
- 'Quickly navigate to any created commodity line.' (points to the Department of Commerce License dropdown)
- 'Additional sections will appear depending on previous selections.' (points to the License section)
- 'If you have additional commodities, click "Add New Line" and complete Line 2 Details.' (points to the Add New Line button)

Line 1 Details

Export Information Code **OS - ALL OTHER EXPORTS**

1st Quantity **840** 1st UOM **KG**

Value of Goods (whole US Dollars) **3500**

License Type Code/License Exemption Code **C33 - NLR NO LICENSE REQUIRED, OR ONLY CO**

Does this filing require Participating Government agency data? Yes No

Schedule B or HTS Number **1905.31.0000** [Schedule B Search Engine]

Commodity Description **MINIATURE CHOCOLATE CHIP COOKIES**

2nd Quantity **840** 2nd UOM **KG**

Shipping Weight (whole Kilograms) **840**

Origin of Goods **D - DOMESTIC**

CCN

Department of Commerce License - NLR NO LICENSE REQUIRED, OR ONLY CO

Exemption Code **NLR** License Value

1st UOM will autofill based on the Schedule B or HTS Number. If UOM is "X" then no units are required so leave 1st Quantity blank.

The Schedule B Search Engine will help you correctly classify the commodity.

2nd Quantity and 2nd UOM may become required depending on the Schedule B/HTS selected.

Shipping Weight may be required or optional depending on the Mode of Transport. Must be in KG.

Transportation Information – Conditional section (Required when the Mode of Transport is Vessel, Rail, Truck, or Air)

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Step 1: Shipment Step 2: Parties Step 3: Commodities **Step 4: Transportation** Save As Template

Carrier SCAC/IATA **AC** Conveyance Name/Carrier Name **AC AIRLINES** Transportation Reference Number

Add Equipment Line

Line No.	Equipment Number	Sea Mode	Actions
No data available in table			

Clear Transportation

Print View will show all of the Electronic Export Information typed so far. You may view the shipment for accuracy before submitting.

When the EEI is complete, submit the filing for an ITN.

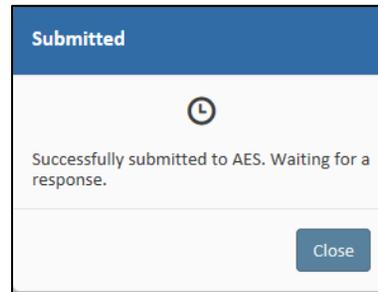
Close ← Step 3: Commodities Print View Submit Filing

SCAC code required for vessel, rail, and truck shipments. IATA code required for air shipments. Not allowed for other modes of transport. Contact the carrier directly or perform a web search for to retrieve the Carrier SCAC/IATA code.

Vessel name for vessel shipments. Carrier name for truck, rail, or air shipments. Not allowed for other modes of transport.

Transportation Reference Number is required for vessel shipments. Report the reservation number or booking number. Optional for air, truck, and rail shipments. Not allowed for other modes of transport.

Submitting the Filing



Your shipment has been submitted and accepted by AES. Select **View** for the full Electronic Export Information including the assigned Internal Transaction Number (ITN). The ITN will also appear in the Shipment Manager.

You will receive a confirmation e-mail with either your ITN or Fatal Error(s).

If you receive a Fatal Error(s), your shipment has not been accepted and you will not receive the ITN. You cannot move your export until you obtain an ITN. Please fix all errors and re-submit the filing. Utilize Appendix A of the Automated Export System Trade Interface Requirements (AESTIR) located at <https://www.cbp.gov/trade/aes/aestir/appendices> to correct your error(s). Once your error(s) have been corrected, resubmit the shipment and an ITN will be assigned.

View Electronic Export Information

Sensitive Information						
Electronic Export Information ITN: X20220316570168 XTN: ██████████-SAMPLESHIPMENTDOC Status: Accepted Filing Option: 2 - PREDEPARTURE						
NOTIFICATION:974-SHIPMENT ADDED						
1a. U.S. PRINCIPAL PARTY (USPPI) 123 COMPANY 1123 MAIN STREET, CORONADO, CA 92118, US			b. USPPI EIN (IRS) or ID Number ██████████			
c. RELATED PARTIES TO TRANSACTION Non-Related			2a. DATE OF EXPORTATION 2022-03-21			
d. ITN CREATED 2022-03-16			e. ITN LAST UPDATED 2022-03-16			
3. TRANSPORTATION REFERENCE NO.						
			EQUIPMENT NUMBER(S)		SEAL NUMBER(S)	
4a. ULTIMATE CONSIGNEE NAME, ADDRESS AND TYPE XYZ COMPANY 1 PURCHASE PLACE, OKINAWA, JP ULTIMATE CONSIGNEE TYPE: D - DIRECT CONSUMER			5a. FORWARDING AGENT NAME AND ADDRESS			
b. INTERMEDIATE CONSIGNEE NAME AND ADDRESS						
6. STATE OF ORIGIN/FTZ NO. MD - MARYLAND			7. COUNTRY OF ULTIMATE DESTINATION JP - JAPAN			
8. METHOD OF TRANSPORTATION 40 - AIR			9. EXPORTING CARRIER/CONVEYANCE NAME AC AIRLINES			
10. PORT OF EXPORT 1305 - BWI AIRPORT			11. PORT OF UNLOADING		12. CONTAINERIZED (Vessel Only)	
13. CARRIER IDENTIFICATION CODE AC			14. SHIPMENT REFERENCE NO. SAMPLESHIPMENTDOC			
15. ENTRY NUMBER			16. HAZARDOUS MATERIALS NO			
17. IN BOND CODE 70 - MERCHANDISE NOT SHIPPED INBOND			18. ORIGINAL ITN			
19. ROUTED EXPORT TRANSACTION NO						
20. SCHEDULES DESCRIPTION OF COMMODITIES						
a. LINE SEQ NBR	b. D/F	c. SCHEDULE B/HTS NUMBER	d. QUANTITY - UNIT(S)	e. SHIPPING WEIGHT (KG)	f. MIN/PRODUCT NUMBER/VEHICLE TITLE NUMBER	g. VALUE (U.S. Dollars, omit cents) Selling price or cost if not sold
1	D	MINIATURE CHOCOLATE CHIP COOKIES EXPORT INFO CODE: 08 HTS: 1905.31.0000 LICENSE NUMBER: NLR LICENSE CODE: C33	840 KG	840		3500
Sensitive Information						
Do not submit printout to Customs						

If the EEI is Accepted, the ITN will be listed here. The ITN must be listed on the bill of lading, air waybill, or other commercial loading documents. For Mail shipments, provide the ITN to USPS.



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